



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SHERIFF'S RECORDS & IDENTIFICATION TECHNICAL SUPPORT SUPERVISOR

Class No. 002803

■ CLASSIFICATION PURPOSE

To supervise, coordinate, and direct the activities of more than one functional unit or activity in the Sheriff's Records Division; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

Sheriff's Records & Identification Technical Support Supervisor is a second level supervisor, responsible for multiple units and/or functions in the Sheriff's Records Division. Under the direction of the Sheriff's Records & Identification Manager, incumbents are responsible for the scheduling, supervision and operation of units providing services seven days a week, twenty four hours a day, including holidays, to law enforcement officers and agencies. This class differs from the next lower class, Sheriff's Records & Identification Supervisor in that the latter is a shift supervisor responsible for one unit of records clerks. This class differs from the next higher class, Sheriff's Records & Identification Manager, in that the latter is a manager responsible for the entire operation of the Sheriff's Records Division.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Directs the training, supervision, and scheduling of subordinate staff.
2. Plans and coordinates the work flow and activities of multiple units/records functions.
3. Ensures that twenty-four hour records operations and services are provided seven days-per-week, in support of law enforcement personnel including local, State, Federal, and related law enforcement agencies.
4. Interprets and carries out Sheriff's policies and procedures.
5. Assists in providing support to Sheriff's detention facilities, patrol units, detectives, and other Sheriff's personnel in records, identification and automated fingerprint identification system inquiries.
6. Assists the public by interpreting complex criminal history information through record review.
7. Assists attorneys and investigators and other law enforcement personnel with information relating to arrestees or suspects.
8. Assists in the preparation and administration of the division budget.
9. Participates in identifying and solving divisional and procedural problems.
10. Assists information systems professionals to help plan, maintain, enhance, and implement computer applications, programs, and equipment.
11. May respond to Subpoena Duces Tecum (civil and criminal) and make court appearances.
12. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Automated law enforcement records and/or AFIS system(s).
- Laws, codes, ordinances and legal procedures for processing and disseminating information on criminal history and incidents.
- Principles and practices of modern office procedures and records management.
- Rules and regulations on Uniform Crime Reporting.
- Policies and procedures used the San Diego County Sheriff's Records Division.
- Principles of supervision and training.
- County customer service objectives and strategies.

Skills and Abilities to:

- Plan, organize, direct, coordinate and supervise the work of subordinate staff and multiple functions.
- Establish work standards, reviews and monitors work of subordinates.
- Develop and implement policy and procedures.
- Recommends and develops employee training/work certification programs.
- Assists in the specification and implementation of automated records/fingerprint systems.
- Interpret departmental policies and procedures for employees and the public.
- Maintain security and confidentiality of restricted information.
- Update and maintain records, logs, rosters and registers; using computer systems.
- Retrieve, store and purge information in a wide variety of filing systems.
- Access, enter/retrieve data into/from automated, local and State-wide, law enforcement databases such as the SUN/CLETS information system.
- Enter and retrieve information from automated fingerprint databases such as the Automated Fingerprint I.D. System (AFIS).
- Compare fingerprints and make positive identification based solely on the fingerprints.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. Three (3) years of experience in the San Diego County Sheriff's Department, Records Division at the level of a Sheriff's Records & Identification Supervisor or a Sheriff's Senior Fingerprint Examiner; OR,
2. Five (5) years of experience in an equivalent law enforcement agency at the level of a Sheriff's Records & Identification Supervisor or a Sheriff's Senior Fingerprint Examiner in the San Diego County Sheriff's Department, Records Division.

Note: Completion of a college level class in Fingerprint Science is highly recommended and desirable.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Subject to involuntary overtime, shift, weekend, and holiday work. Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation that may include a psychological, polygraph or other examination or test.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).

New: April 25, 1997
Reviewed: Spring 2004

Sheriff's Records & ID Technical Support Supervisor (Class No. 002803)

Union Code: MM

Variable Entry: Y